



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

NOTIFICATION OF STATEWIDE CONTRACT

November 4, 2010

CONTRACT TITLE: General Office Moving Services
CURRENT CONTRACT PERIOD: October 1, 2010 through September 30, 2011
BUYER INFORMATION: Megan Howser
(573) 751-1686
megan.howser@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	October 1, 2008 through September 30, 2009	September 30, 2011

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS NOT MANDATORY.

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Public Record Search and Retrieval System** located on the Internet at <http://www.oa.mo.gov/purch>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C308124001	8001197980 1	Amerigo PO Box 389 Osage Beach MO 65065 (573) 348-5152 (800) 705-6855 (Fax) Email: jim.pond@amerigollc.com	No	No
C308124002	4306509030 0	Cord Moving and Storage Co 4101 Rider Trail North Earth City MO 63045 (314) 595-0525 (314) 291-6127 (Fax) Email: daveVoo@Cordmoving.com	No	No
C308124003	4314003090 0	Fry-Wagner Moving and Storage 3700 Rider Trail South Earth City MO 63045 (314) 291-4100 x 259 (314) 291-1263 (Fax) Email: tomwabi@fry-wagner.com	No	No

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
10/01/10 – 09/30/11	11/04/10	Changed the Buyer Information on page one from Leslie Kemna to Megan Howser.
10/01/10 – 09/30/11	09/02/10	Renewal of all contracts.
10/01/09 – 09/30/10	10/22/09	Renewal of all contracts.
10/01/08 – 09/30/09	06/01/09	Amendment issued to add paragraph 1.3.8 and subparagraph of the Statewide Notice/paragraph 2.3.8 and subparagraph of the RFP portion of the contract.
10/01/08 – 09/30/09	09/23/08	Initial issuance of new statewide contract

1. CONTRACTUAL REQUIREMENTS

1.1 General Requirements:

- 1.1.1 The contractor shall provide moving services for any requesting state agency of the State of Missouri (hereinafter referred to as the state agency) in one or more of the regions specified on Attachment #1, as indicated in the Notice of Award section of the contract, in accordance with the provisions and requirements stated herein.
- a. The North Region shall include the counties of Atchison, Nodaway, Worth, Harrison, Mercer, Putnam, Schuyler, Scotland, Clark, Holt, Gentry, Grundy, Sullivan, Adair, Knox, Lewis, Andrew, DeKalb, Daviess, Livingston, Linn, Macon, Shelby, Marion, Caldwell, Carroll, Chariton, Randolph, Monroe, Ralls, and Saline.
 - b. The St. Louis Region shall include the counties of Pike, Montgomery, Lincoln, Warren, Saint Charles, Gasconade, Franklin, Saint Louis, Saint Louis City, and Jefferson.
 - c. The Southeast Region shall include the counties of Crawford, Washington, Saint Francois, Saint Genevieve, Dent, Iron, Madison, Perry, Reynolds, Shannon, Wayne, Bollinger, Cape Girardeau, Carter, Stoddard, Scott, Oregon, Ripley, Butler, New Madrid, Mississippi, Dunklin, and Pemiscot.
 - d. The South Central Region shall include the counties of Camden, Pulaski, Phelps, Dallas, Laclede, Wright, Texas, Douglas, Howell, and Ozark.
 - e. The Springfield Region shall include the counties of Lawrence, Greene, Webster, Christian, and Taney.
 - f. The Southwest Region shall include the counties of Cass, Johnson, Pettis, Bates, Henry, Benton, Vernon, Saint Clair, Hickory, Barton, Cedar, Polk, Jasper, Dade, Newton, McDonald, Barry, and Stone.
 - g. The Kansas City Region shall include the counties of Buchanan, Clinton, Ray, Lafayette, Jackson, Clay, and Platte.
 - h. Central Region shall include the counties of Audrain, Howard, Boone, Cooper, Callaway, Moniteau, Cole, Morgan, Osage, Miller, and Maries.
- 1.1.2 The contractor shall perform all services to the sole satisfaction of the state agency.
- 1.1.3 The contractor must have verifiable successful experience in moving services.
- 1.1.4 The contractor shall provide the services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that the contract shall be construed as a preferred use contract but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing the services should use the established contract unless it is determined to be in the best interest of the State of Missouri for a state agency, at its own discretion, to obtain alternate services elsewhere.
- 1.1.5 Cooperative Procurement Program - If the contractor has indicated agreement on Exhibit B with participation in the Cooperative Procurement Program, the contractor shall provide Moving Services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (67.360 RSMo, which is available on the internet at: <http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.

1.2 Specific Moving Requirements:

- 1.2.1 The contractor shall provide moving services by moving office furniture, equipment, etc., as requested by the state agency. The state agency estimates that the items to be moved may consist of the following:
- a. A sample office may contain:
 - Desks
 - Chairs
 - Bookcases
 - File Cabinets
 - Computer Hardware
 - Packed Boxes
 - b. Miscellaneous items that may include, but not necessarily limited to:
 - Coat Racks
 - Tables of Various Sizes
 - Sofas
 - Carts
 - Typewriters
 - Copy Machines
 - Printers
 - Fax Machines
 - Storage Cabinets
 - Telephones
 - Books
 - Kitchen Equipment
 - Refrigerator
 - Microwave
 - Microwave Carts
 - File Room Equipment
 - File Cabinets of Various Sizes
 - Televisions
 - Safe
- 1.2.2 The contractor shall disassemble and re-assemble desks, desk extensions, shelving, cabinets, bookcases, furniture, etc.
- 1.2.3 If requested by the state agency, the contractor must provide the following:
- a. Packing and boxing the contents of desks, cabinets, files, etc.
 - b. Disassembly and re-assembly of modular/cubicle walls and/or furniture.
- 1.2.4 If requested by the state agency, the contractor shall provide library carts to assist in the transportation of files. The library carts shall provide the state agency with access to the files during the move.
- 1.2.5 The contractor shall provide responsible and competent personnel who shall be in charge of the work in progress without continual supervision by the state agency.
- 1.2.6 The contractor should provide mats/rugs for all floors while providing moving services to limit the amount of tracking from foot and cart traffic.

- 1.2.7 The contractor must position all items at the new facility/location in accordance with the state agency's instructions. In the event the contractor places an item in an incorrect position/place, the contractor must relocate the incorrectly positioned/placed item to the correct position/place.
- 1.2.8 The contractor shall be responsible for all loss of or damage to State of Missouri property that may occur while the contractor is providing the moving services.
- a. The contractor must immediately notify the state agency of any damage that has occurred as a result of the contractor's actions or any damage that may be discovered as the work progresses.
 - b. If damages occur, all damages shall be repaired by the contractor to the complete satisfaction of the state agency.
- 1.2.9 If an item requires special handling, the state agency will provide details to the contractor prior to the contractor moving the item. The contractor shall move such item in accordance with the state agency's information.
- 1.2.10 The contractor shall agree and understand that a move shall be complete only after all items have been relocated and positioned to the designated areas, inventoried, and accepted and/or signed off by the state agency.
- a. The contractor shall retrieve all boxes and packing material after being notified by the state agency that unpacking has been completed.
 - b. The contractor should reuse or recycle all boxes and packing material.
- 1.2.11 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies (e.g. forklifts, dollies, blankets, pads, protective covering/wrappings, labels, boxes, library carts, etc.) necessary to perform the services required herein.
- a. The contractor shall provide protective wrapping and/or packing materials for electronic items that are to be moved.
 - b. The contractor may provide the state agency with used moving boxes; however, the moving boxes must be structurally sound.

1.3 Work Plan Requirements:

- 1.3.1 Upon the state agency's determination of a need for moving services, the state agency shall contact each contractor contracted to provide service for the specified region. The state agency shall provide the contractors with information regarding the move including (1) the facility/location being vacated and the facility/location to be occupied, (2) the date(s), or approximate date(s), for the move, and (3) specific requirements related to the move including the types of items to be moved, the need for boxes, any disassembly/re-assembly required, and any item requiring special handling.
- a. When the state agency requests the contractor's services, the contractor must indicate to the state agency if the contractor cannot provide services according to the state agency's needs. The contractor shall make every effort to meet the needs of the state agency. The state agency shall document each instance of the contractor's inability to provide the required services. If the contractor continually or consistently is unable to provide the required services, the Division of Purchasing and Materials Management may elect to cancel the contract.
- 1.3.2 When moving services are requested by a state agency, the contractor must participate in a walk-thru conducted by the state agency of the facility/location being vacated and the facility/location to be occupied.
- 1.3.3 Within ninety-six (96) hours after the walk-thru, unless otherwise specified by the state agency, the contractor must present a written work plan of the upcoming move to the state agency. The work plan shall include:

- a. A guaranteed not-to-exceed total price to complete the move, in accordance with the firm, fixed prices stated on the Pricing Page. The guaranteed not-to-exceed total price shall be itemized in accordance with the firm, fixed unit prices stated on the Pricing Page and the maximum quantity anticipated for each. In addition, the guaranteed not-to-exceed shall include any charges incurred due to tariffs, as specified elsewhere herein.
- b. The proposed start date/time and proposed number of hours/days to complete the move.
- c. Confirmation of ability to perform the moving services.
- d. Documentation of a thorough knowledge of the facility/location based on either (1) the contractor's attendance at the scheduled walk-thru or (2) through knowledge of the facility/location gained from some other means.
 - 1) If the contractor did not attend the scheduled walk-thru, the contractor must provide relevant information regarding the contractor's familiarity with the physical layout, condition, etc., of the facility/location. The contractor is advised that neither the review of the facility/location nor an independent public viewing gives an accurate account or knowledge of the facility/location for moving purposes. Therefore, the contractor should not assume that such review makes a contractor familiar with the facility/location.

1.3.4 If a move originates/ends in different regions, the State of Missouri will request work plans from the contractors in both regions.

1.3.5 After receipt of the work plan, the state agency will review the work plan and provide the contractor with any comments for changes or approval of the work plan. The state agency reserves the right to accept or reject any or all portion(s) of the contractor's work plan.

- a. If the state agency requires changes to the work plan, the contractor shall make all required changes and submit a revised work plan to the state agency for review and comments. The contractor shall continue to make all requested state agency changes and submit revised work plans until receipt of the state agency's approval of the work plan.

1.3.6 In the event the state agency receives a work plan from more than one contractor, the state agency shall conduct an objective cost analysis based upon the guaranteed not-to-exceed total price quoted by each responding and responsive contractor. The contractor quoting the lowest guaranteed not-to-exceed total price shall be awarded the specific moving service.

1.3.7 After approval by the state agency of the work plan and after authorization by the state agency to proceed with moving services, the contractor shall perform the moving services in accordance with the final work plan. The state agency shall determine the actual move date(s) and time(s), and shall provide the contractor with at least ten (10) calendar days advance notice.

1.3.8 The contractor shall agree and understand that the specific requirements related to a particular move may change after the state agency's approval of the contractor's work plan. In the event changes are required by the state agency, the contractor may be required to edit, modify, and/or submit a new work plan that shall include any changes to the guaranteed not-to-exceed total price to complete the move, in accordance with the firm, fixed prices stated on the Pricing Page.

- a. The state agency shall make the determination of the acceptability of the guaranteed not-to-exceed total price to complete the move. The decision by the state agency shall be final and without recourse.

1.4 Additional Requirements:

1.4.1 The contractor and all of the contractor's personnel assigned to the contract must have a background check conducted and approved by the state agency in order to provide service under the contract. The contractor shall

obtain and submit copies of the required background checks to the state agency for approval prior to work being performed. The contractor must obtain the background check from their State Highway Patrol.

- a. By no later than fifteen (15) days after notification of award, the contractor shall provide the state agency with a completed Authorization for Release of Information (Attachment #2), individually signed by the contractor and each current or anticipated employee assigned to the contract.

1.4.2 In the event any particular move requires the assessment of additional charges due to a tariff, the contractor shall be responsible for filing any required documentation.

1.4.3 The contractor shall log in and out with the state agency prior to and upon completion of each move.

1.4.4 Because the contractor was familiar with the facility/location and the conditions that existed prior to the move, the contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever.

1.5 Liquidated Damage Requirements - The contractor shall agree and understand that the provision of the moving services in accordance with the requirements stated herein and the approved work plan is considered critical to the efficient operations of the state agency. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements and work plan, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

1.5.1 In the event the contractor fails to complete the moving services by the date specified by the state agency, the contractor shall be assessed liquidated damages in the amount of \$500.00 for each twenty-four (24) hour period thereafter until the move is not completed.

1.5.2 The contractor shall also agree and understand that such liquidated damages shall either be deducted from the contractor's invoices pursuant to the contract or paid by the contractor as a direct payment to the state agency at the sole discretion of the state agency.

1.5.3 The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.

1.5.4 The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the State of Missouri and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.

1.6 Invoicing and Payment Requirements:

1.6.1 Prior to any payments becoming due per the contract, the contractor must submit or must have already submitted a properly completed State Vendor ACH/EFT Application, since the State of Missouri intends to make contract payments through Electronic Funds Transfer.

- a. If not already submitted, the contractor needs to obtain a copy of the State Vendor ACH/EFT Application and completion instructions from the Internet at:

<http://www.oe.mo.gov/purch/vendorinfo/vendorach.pdf>

- b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Payment Website at <https://www.vendorpay.oe.mo.gov>.

1.6.2 Invoicing – After completion of each move, the contractor shall submit an itemized invoice to the state agency that utilized the contractor's services.

- a. The invoice shall be itemized in accordance with the firm, fixed prices indicated on the Pricing Page.
- 1.6.3 Payments - The contractor shall be paid in accordance with the firm, fixed prices stated on the Pricing Page. However, in no event shall the contractor be paid in excess of the guaranteed not-to-exceed price stated in the approved work plan for the moving services successfully completed by the contractor.
- a. The contractor shall be paid for time spent providing moving services at the facility/location being vacated and the time spent providing moving services at facility/location to be occupied. The contractor shall also be paid for the time in transit between the facility/location being vacated and the facility/location to be occupied. The contractor shall not charge for time spent traveling to and from the contractor's domicile to/from the facility/location being vacated or the time spent traveling to and from the contractor's domicile to/from the facility/location to be occupied.
 - b. For each cubicle disassembled, moved, and then re-assembled, the contractor shall be paid the firm, fixed per cubicle price stated on the Pricing Page. The contractor shall not be paid for the time spent disassembling, moving, or re-assembling the cubicle.
 - c. The contractor shall understand that each state agency utilizing the contractor's services shall be solely responsible for payment for only those services requested by that state agency.
 - d. For each day a library cart is used to complete the specific move, the contractor shall be paid the per cart, per day price as stated on the Pricing Page.
 - e. The contractor shall be paid for each hour spent packing/boxing and each hour spent unpacking/un-boxing office contents in accordance with the per hour, per person price stated on the Pricing Page.
 - f. The contractor shall be paid for each hour the contractor's moving truck(s) are located at the facility/location being vacated and each hour the contractor's moving truck(s) are located at the facility/location to be occupied. However, the contractor shall not be paid for time where the contractor and the contractor's personnel are absent from the facility/location. The contractor shall also be paid for the time the moving truck(s) are in transit between the facility/location being vacated and the facility/location being occupied. The contractor shall not charge for the time spent traveling to and from the contractor's domicile, to and from the facility/location being vacated, or the time spent to and from the contractor's domicile to and from the facility/location to be occupied.
- 1.6.4 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to vehicles, boxes, dollies, moving supplies, taxes, background checks, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

PRICING PAGE
(C/S Code: 99540)

Moving Services

North Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
033	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
034	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
035	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
036	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
037	Moving Truck	\$36.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

St. Louis Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
038	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person
039	Disassembly/Reassembly of Cubicle	\$150.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
040	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
041	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person
042	Moving Truck	\$15.00 Per Hour	\$20.00 Per Hour	\$23.00 Per Hour

Southeast Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
043	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
044	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
045	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
046	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
047	Moving Truck	\$40.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

South Central Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
048	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
049	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
050	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
051	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$25.00 Per Hour, Per Person
052	Moving Truck	\$36.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

Springfield Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
053	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
054	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
055	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
056	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
057	Moving Truck	\$36.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

Southwest Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
058	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
059	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
060	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
061	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
062	Moving Truck	\$36.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

Kansas City Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
063	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$25.00 Per Hour, Per Person
064	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
065	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
066	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$25.00 Per Hour, Per Person
067	Moving Truck	\$30.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour

Central Region

Line Item	Description	Amerigo C308124001	Cord Moving and Storage Co. C308124002	Fry-Wagner Moving and Storage C308124003
068	Moving Services	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
069	Disassembly/Reassembly of Cubicle	\$200.00 Per Cubicle	\$180.00 Per Cubicle	\$180.00 Per Cubicle
070	Library Carts	\$10.00 Per Cart, Per Day	\$ N/C Per Cart, Per Day	\$3.00 Per Cart, Per Day
071	Packing/ Boxing of Office Contents	\$20.00 Per Hour, Per Person	\$24.00 Per Hour, Per Person	\$26.00 Per Hour, Per Person
072	Moving Truck	\$30.00 Per Hour	\$20.00 Per Hour	\$25.00 Per Hour